



# CITY OF HOUSTON

## Job Posting

AP

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE ASSISTANT

Posting Number

PN# 110974

Department

Department of Public Works & Engineering

Division

Public Utilities Division

Section

Water Production Branch

Reporting Location

611 Walker\*

Workdays & Hours

M - F, 8 a.m. -5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES AND ESSENTIAL FUNCTIONS**

Perform professional administrative functions including interpreting and implementing basic rules, regulations, policies and procedures in day-to-day department operations. Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format. Prepares periodic and special reports; compiles information and maintains department reference information. Investigates problems/potential problems by means of written and verbal communications; prepares findings and recommends solutions. Conducts administrative research and long-range planning studies on special management activities. Assists with department budget preparation and monitoring. Represents the department head at staff meetings and some conferences; acts as liaison to designated private agencies and organizations. Perform other duties as requested.

**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of administrative experience is required. Professional administrative experience may be substituted for the education requirements on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES** None

Preference will be given to those with two (2) years of experience working in a professional environment.

**SELECTION/SKILLS TESTS REQUIRED**None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 17**

\$992 - \$1,404 Bi-Weekly

\$25,792 - \$36,504 Annually

**OPENING DATE**

June 14, 2006

**CLOSING DATE**

June 20, 2006

**APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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